



SCHOOL NUTRITION PROGRAMS - ADMINISTRATIVE TRAINING

The **School Nutrition Programs Administrative Training** is for clerks/secretaries who administer school nutrition programs. This three hour training will include information needed to successfully implement Child Nutrition Reauthorization changes of the program, approve free/reduced-price meal applications, and submit monthly claims for reimbursement

This training is scheduled as a MetNet Videoconference. It will be held from 1:00-4:00 pm on September 12, 2011 at the following locations:

Billings	MSU-Billings 1500 University Dr, Ed Bldg. Room 158 Billings, MT 59103	Havre	MSU-Northern 300 11 th St. West Havre, MT 59501
Bozeman	MSU-Bozeman EPS Bldg. S 7 th & Grant Burns 127 Bozeman, MT 59717	Kalispell	Flathead Valley Community College 777 Grandview Drive, LC120 Kalispell, MT 59903
Great Falls	Great Falls College of Technology 2100 16 th Ave So. Room B-133 Great Falls, MT 59403	Miles City	Miles City Community College 2715 Dickenson St, Room 313 Miles City, MT 59301
		Missoula	University of Montana Corner of Arthur & Eddy, Galagher, Room 104 Missoula, MT 59806

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED

Deadline for Registration is 5 days before date of training.

Call School Nutrition Programs at (406) 444-2501 for more information.

Administrative Training Registration (Please Print)

Complete one registration form for each person attending and mail or fax to:

Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501

Fax: (406) 444-2955

Name and Title _____

School District _____

Telephone _____ Fax _____

Email _____

I will attend training in:

Billings _____ **Bozeman** _____ **Great Falls** _____ **Havre** _____
Kalispell _____ **Miles City** _____ **Missoula** _____